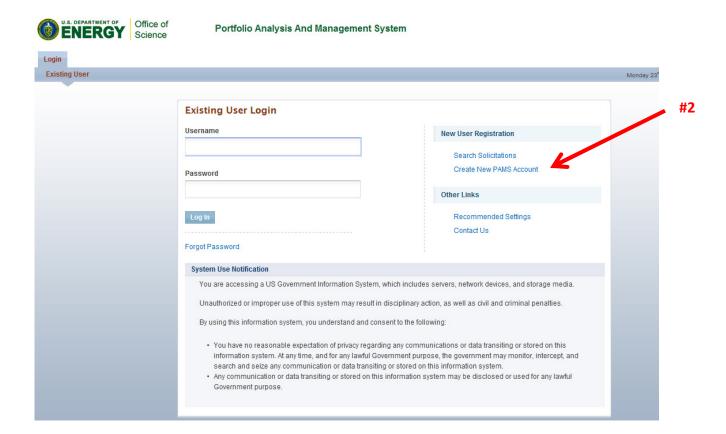# PAMS Account Set Up Instructions

Who needs to register? Principal Investigators (PI) and anyone who will be uploading Letters of Intent, Preproposals or Proposals on behalf of the PI.
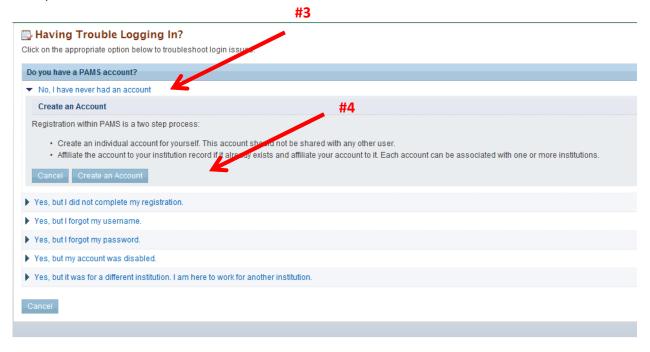
Registering for PAMS is a 2 part process. First you create a user name and password. Second you associate yourself with an institution.
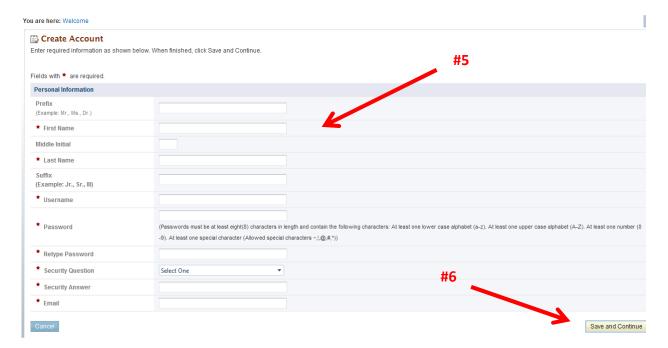
Part 1:

1) Log onto https://pamspublic.science.energy.gov

   - To access PAMS, please use either Internet Explorer or Firefox. Currently, PAMS does not support the Chrome or Safari browsers, but an upgrade in the future will make it possible to use them.
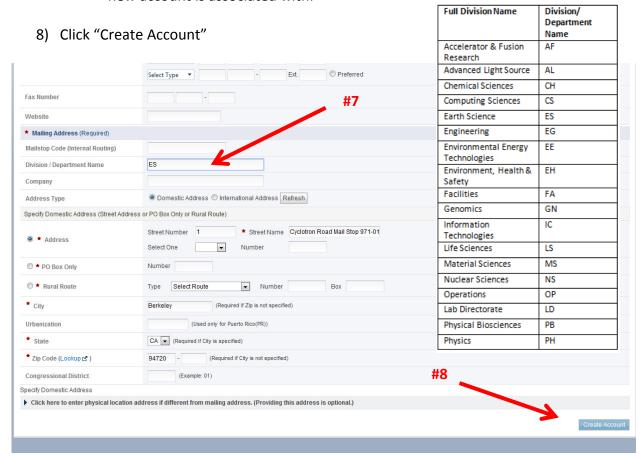
2) Click "Create New PAMS Account".

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3) Click "No, I have never had an account"
4) Click "Create an Account"

#3

5) Enter in all required new user info marked by the red asterisk symbol
6) Click "Save and Continue"

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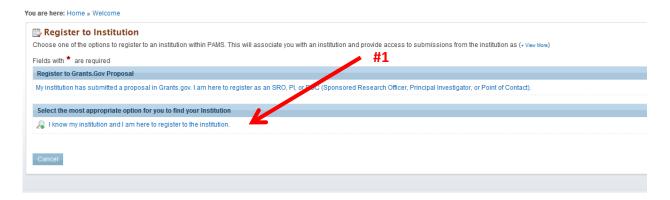For Help Contact: Please contact your Divisional Proposal Specialist

7) Enter all required Contact info and Mailing Address Info.

- **<u>Very Important Note</u>**: In Mailing Address section please complete the "Division/Department Name" with your Divisional 2 digit code that is used in the Financial Management System. This will allow us to identify which division the new account is associated with.

8) Click "Create Account"

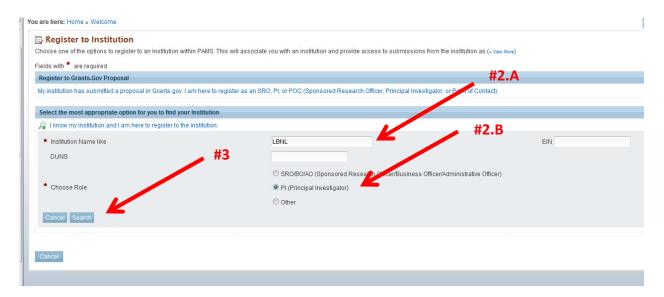| Full Division Name	Division/ Department Name
Accelerator & Fusion Research	AF
Advanced Light Source	AL
Chemical Sciences	CH
Computing Sciences	CS
Earth Science	ES
Engineering	EG
Environmental Energy Technologies	EE
Environment, Health & Safety	EH
Facilities	FA
Genomics	GN
Information Technologies	IC
Life Sciences	LS
Material Sciences	MS
Nuclear Sciences	NS
Operations	OP
Lab Directorate	LD
Physical Biosciences	PB
Physics	PH

9) Read Agreement and click "Accept" button to proceed. You have now successfully created an account in the PAMS system. Please proceed to step 2 and register LBNL as the institution.
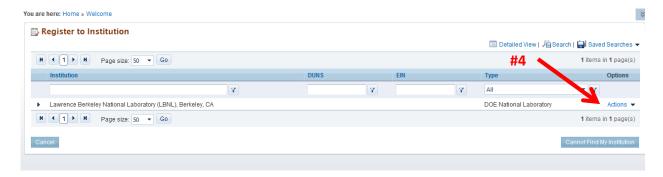
Part 2:

1) Under "Select the most appropriate option for you to find your institution" click "I know my institution and I am here to register to the institution"
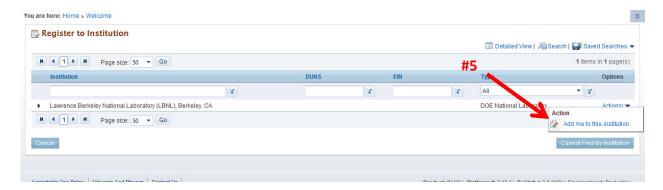

2) Search for LBNL by typing:
   A. For "Institution Name Like" type LBNL
   B. For "Choose Role" choose either PI (if Principal Investigator) or Other (if submitting on behalf of a PI)

   - **Very Important Note**: Please do not choose "SRO/BO/AO (Sponsored Research Officer/ Business Officer/Administrative Officer)". This role has been taken by the Budget Office. The system at this time does not prevent you from clicking this option. Please only choose PI or Other.

3) Click Search

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4) Below screen shot will be your search results list. Click Actions and a menu will drop down with 1 option to "Add me to this Institution".

5) Click "Add me to this Institution".

6) You have now been successfully registered to LBNL. If you have set up as "Other" and want to submit on behalf of your PI, the PI will need to associate you with the individual Lab Announcement.